HQBN TECOM ROUTING SHEET

ACTION CODE LEGEND:

***X – ORIGINATOR OR OFFICE AFFIXING ROUTING SHEET**
A – SIGNATURE
B – RECOMMENDATION
C – CONCURRENCE
D – INFORMATION
***E – RETURN TO: _____**
F – INITIAL
G – DECISION
H – REVIEW
I – OTHER: _____

RTG – USE NUMBERS TO SHOW ORDER OF ROUTING ***REQUIRED ROUTING***

DATE: **ID:**

SUBJECT:

RTG	ACTION CODE	OFFICE CODES		DATE		INITIALS	
		OFFICE	OC	IN	OUT	CONCUR	NON-CONCUR
		BN CO					
		BN XO					
		BN SGTMAJ					
	H	*CO'S SEC*					
		ADJ	AD				
		S-1	S1				
		S-3	S3				
		S-4	S4				
		CD&S CO	CS				
		HQCO	HQ				
		M&RCO	MR				
		CAREER PLANNER	CP				
		EOR	EO				
		IMO	IM				
		LEGAL	LE				
		MCCS	MC				
		MEDICAL	MD				
		REL MINISTRY	RM				
		RESERVE LIAISON	RL				
		SAPR	SP				
		SACO	SA				
		SUPPLY	SU				
		URC	UR				

NATURE OF ACTION	ORIGINATOR INITIALS	DUE DATE (IF ANY)
ROUTINE		
URGENT		

REMARKS

ACTION OFFICER:

PURPOSE:

BACKGROUND:

DISCUSSION:

RECOMMENDATION:

REROUTING

DATE	REROUTE COMMENTS

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